

Using Mindmapping (and other visual methods) To Prepare for the PMP Exam

Presented at

PMI-DVC 2009 Tools Conference

November 7, 2009

Jim Deiner, PMP

Introduction

- **Purpose**
 - Show use of visual tools
 - Encourage you to try
- **Benefits:**
 - For those interested in PMP:
 - Novel approach
 - For all:
 - Add a (visual) tool to your toolbox
 - Living repository

What We Will Cover

- Introduction
- What is Mind Mapping?
- How I Built my PMBOK Maps
- How I Studied
- Observations & Learnings
- Other uses for Mind Maps and Visual Tools
- Next Steps

Introduction

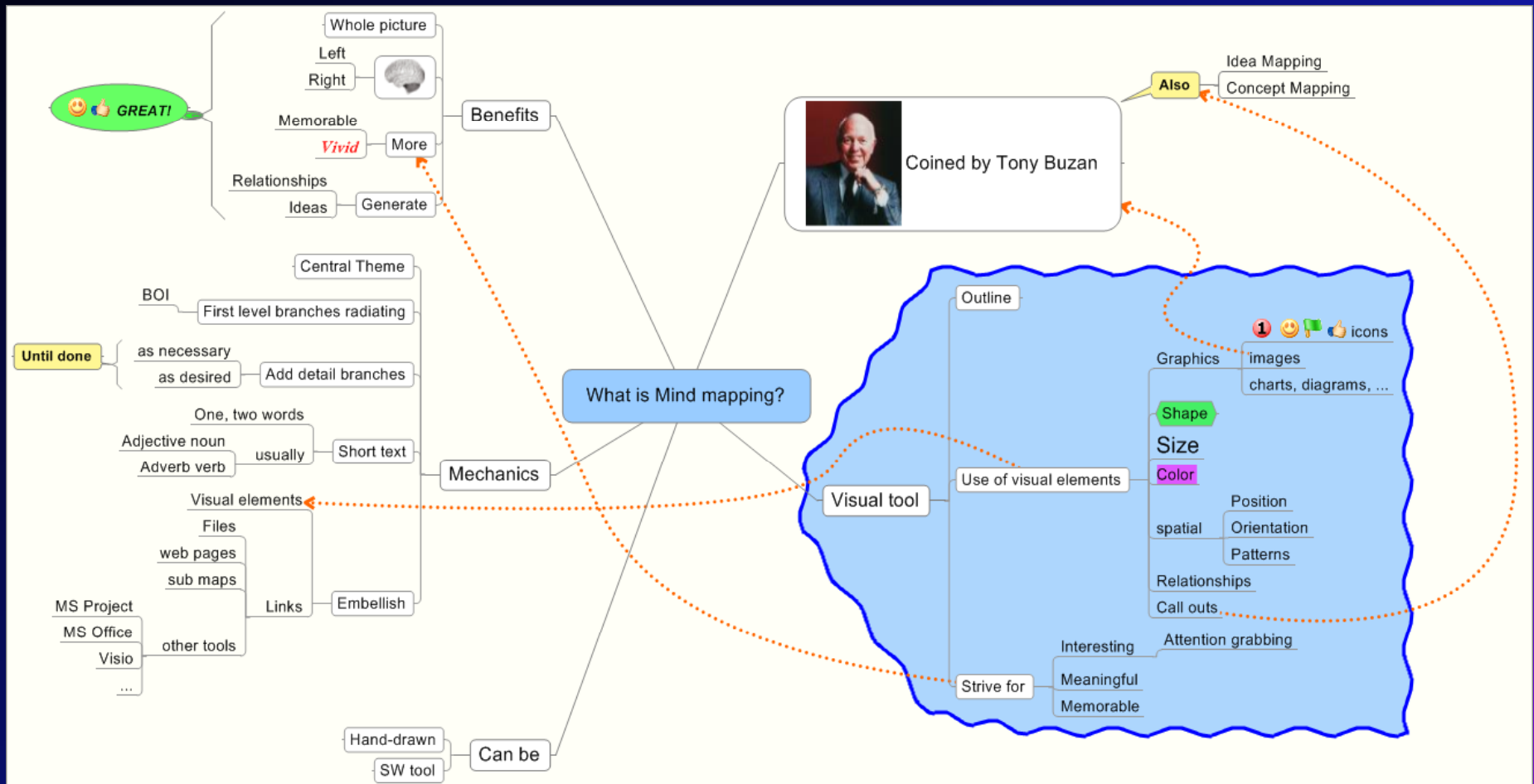
Myself

- Experience
 - Project manager in Centocor early R&D
 - Directed and managed IT
 - Industries: Pharma, Logistics, Financial Services
- PMP
 - 1998
 - 2009
- Student of thinking tools & methods
 - Mind mapping @ 12 years
 - De Bono attention directing & lateral thinking tools
 - Systems thinking
- Drexel adjunct instructor

What is Mind Mapping?

- **Term coined by Tony Buzan**
- **Visual tool for**
 - Representing information in outline form
 - Showing connections
 - Use of visual elements
 - Graphics: icons, images, charts, diagrams
 - Shapes, colors, shading
 - Spatial position, orientation
- **Mechanics**
 - Central Theme
 - Basic Organizing Idea (BOI)
 - Add detailed branches
 - Embellish with visual elements
- **Benefits**
 - See whole picture
 - Engages both sides of your brain
 - More memorable
 - Generate relationships, ideas

What is Mind Mapping?



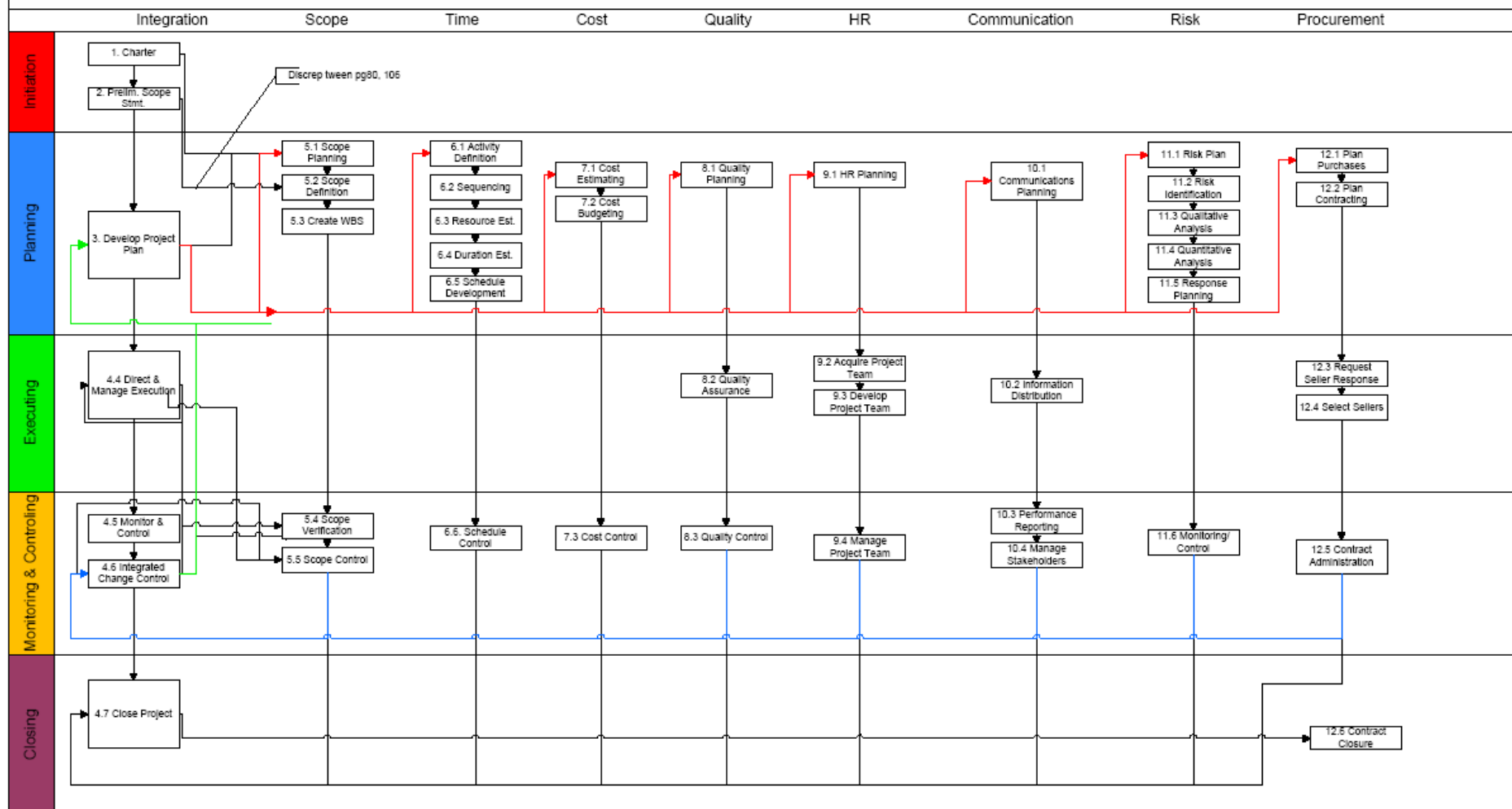
Can actually show more information on a map!

How I Built PMBOK Mind Maps

- **Central Theme: each PMBOK knowledge area**
- **BOI: the PMBOK processes within the KA**
 - ITTOs for each process
- **Fleshed Out Detail:**
 - Outlined PMBOK
 - Integrated past maps
 - Integrated other references
- **Embellished by adding:**
 - Graphs, diagrams
 - Icons with specific meanings
 - Call Outs, Questions
 - Relationships, borders
 - Colors: background, topics
 - Links
 - Notes

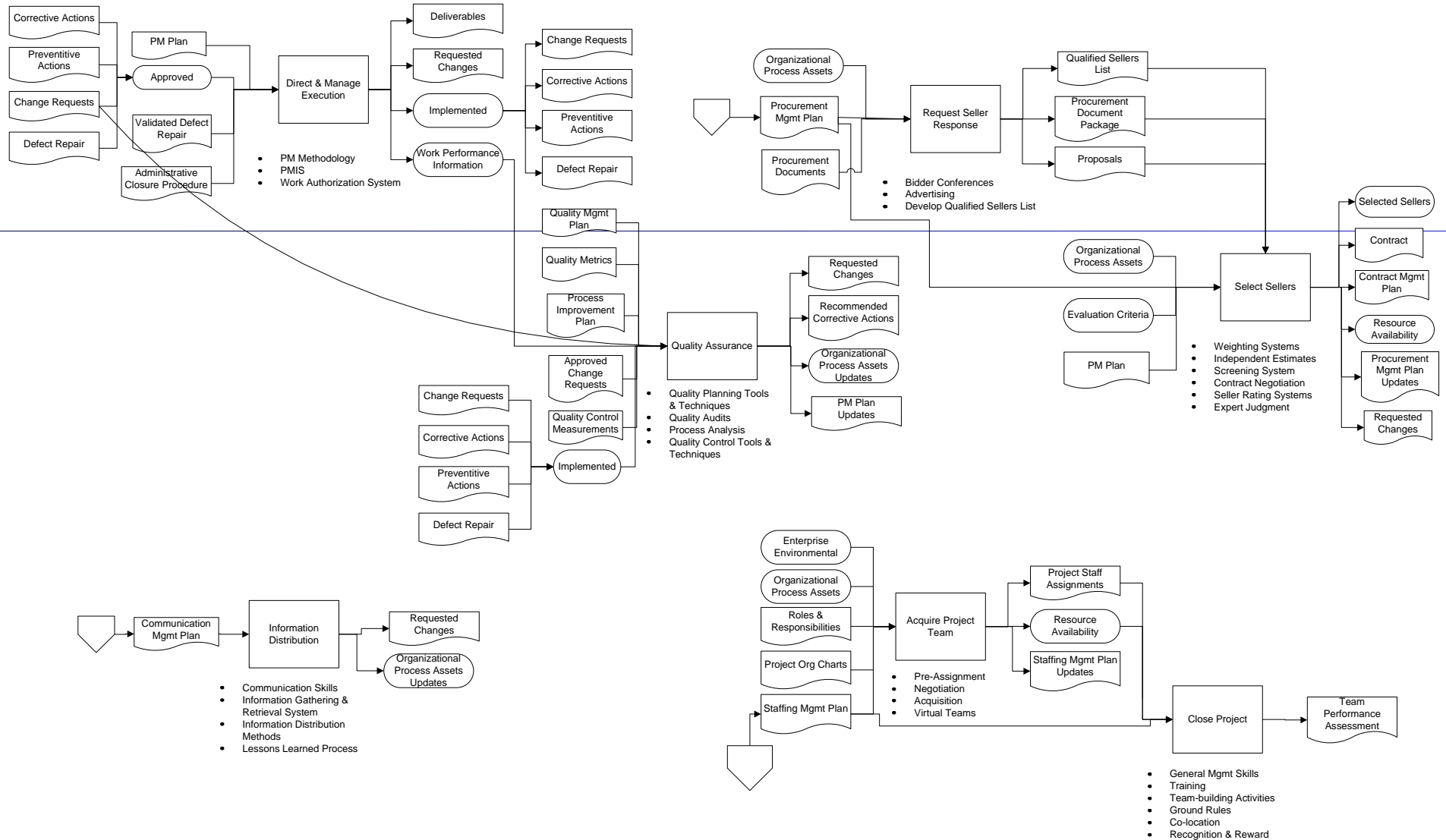
How I Built Process Flows

Mapping PMBOK Knowledge Areas to Process Groups



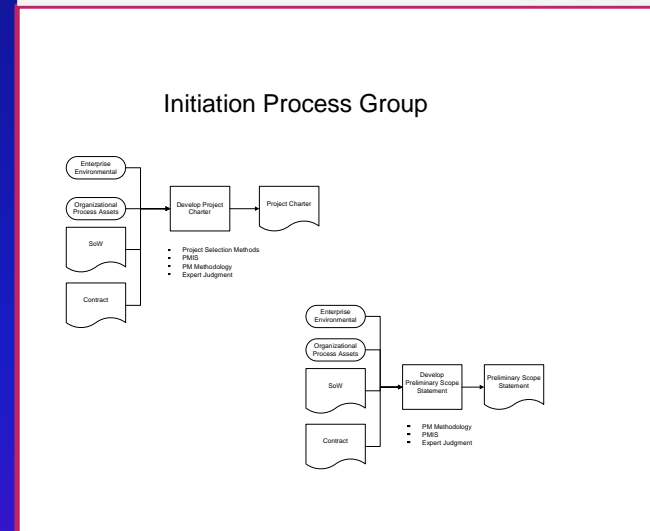
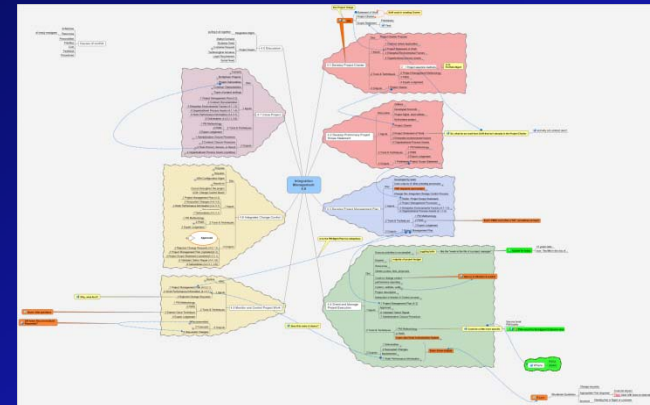
How I Built Process Flows

Executing Process Group



Ended Up With...

- **12 mind maps**
 - Summary
 - 1 per knowledge area
 - Project things
 - Formula Dump
- **6 Visio process maps**
 - Swim lane
 - 1 per process area



How I Studied

- **Just “read” through the maps**
 - Regular, repeated, over period of time
 - Not cram or rote memorization
 - Made “meaningful”
- **“Peeled the Onion”**
 - By Knowledge Area
 - By Process Group
- **Practice tests**
 - Feedback: Weak areas: added/updated/clarified relevant maps
- **Re-drew from memory**
 - Mind Maps
 - Process flows (esp. ITTOs)

Took Advantage of How the Mind Works

- **Primacy-Recency effect**
 - Lots of beginnings & endings
- **Recall**
 - Redrawing from memory
- **Associations**
 - Multisensory: text, visual elements, kinesthetic
 - Relate to my experience
 - Made “sense”
- **Repetition**
 - Multiple sessions
 - Practice tests, focused on areas needing improvement

Observations & Learnings

Visual tools were useful

- Organize
- Integrate
- Concise
- Could “see” maps during exam

- Tony quote

Observations & Learnings

- My maps were *very* large & detailed
 - Better to have more maps; simpler?
- Would benefit from:
 - Standard use of visual elements
 - More embellishment
 - Icons, images, graphs
 - Inter-page connectors
 - Other meta data
 - Attributed sources

Observations & Learnings

Hand-Drawn

- Freeform layout
- Quicker
- No computer needed
- Vivid
- Unique
- Messier
- Harder to update, rearrange
- Re-draw entire map

Software

- Layout more structured
- Same look, feel
- Easier to:
 - Update
 - Rearrange
 - Link, esp. electronically
 - Filter
 - “Peel the onion”
 - Link
 - Reference
 - Share

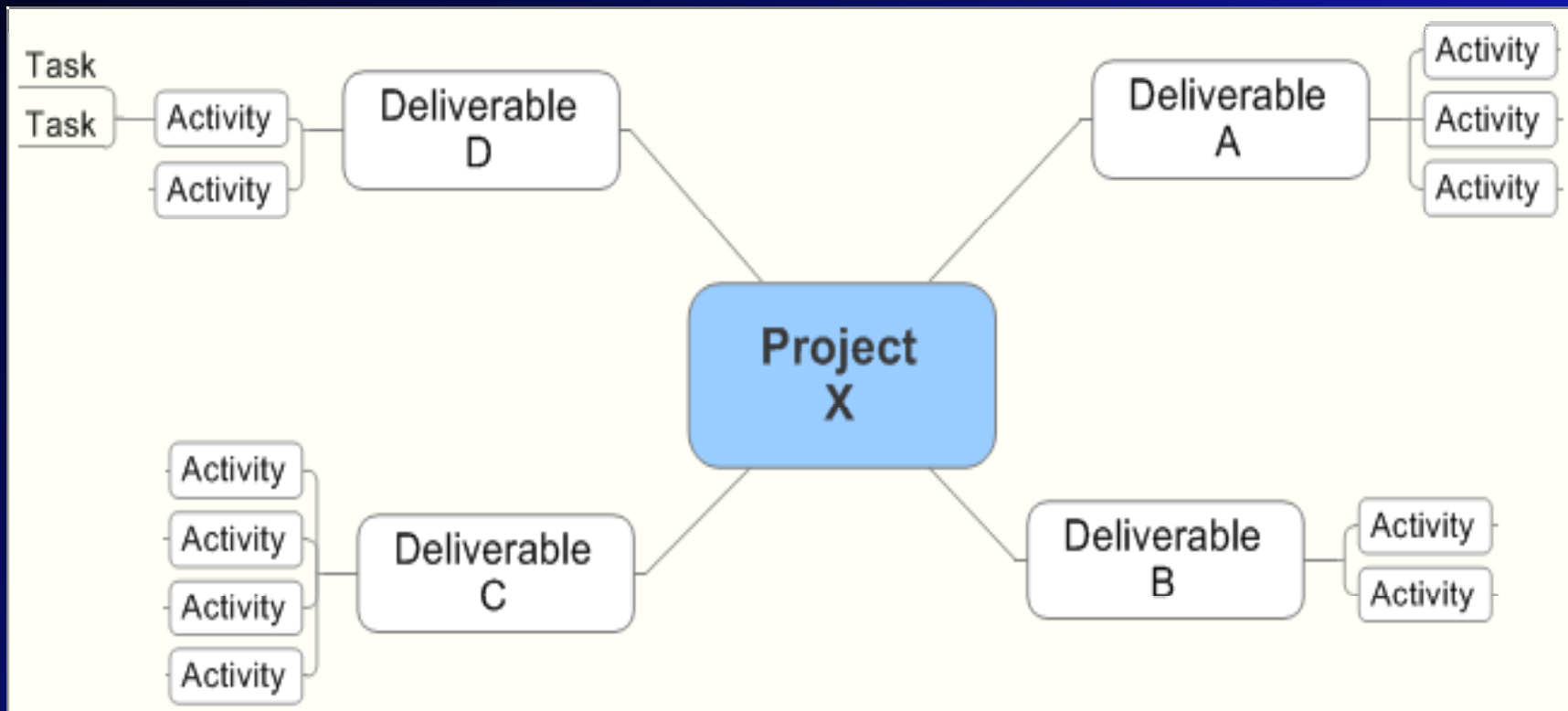
Observations & Learnings

- Best tool for the job
 - Mind map: Knowledge Areas
 - Visio: Process flows
- Maps can be living documents after the exam
 - Reference
 - Tailor/adapt to your specific situation
 - Add: lessons learned, practices, policies

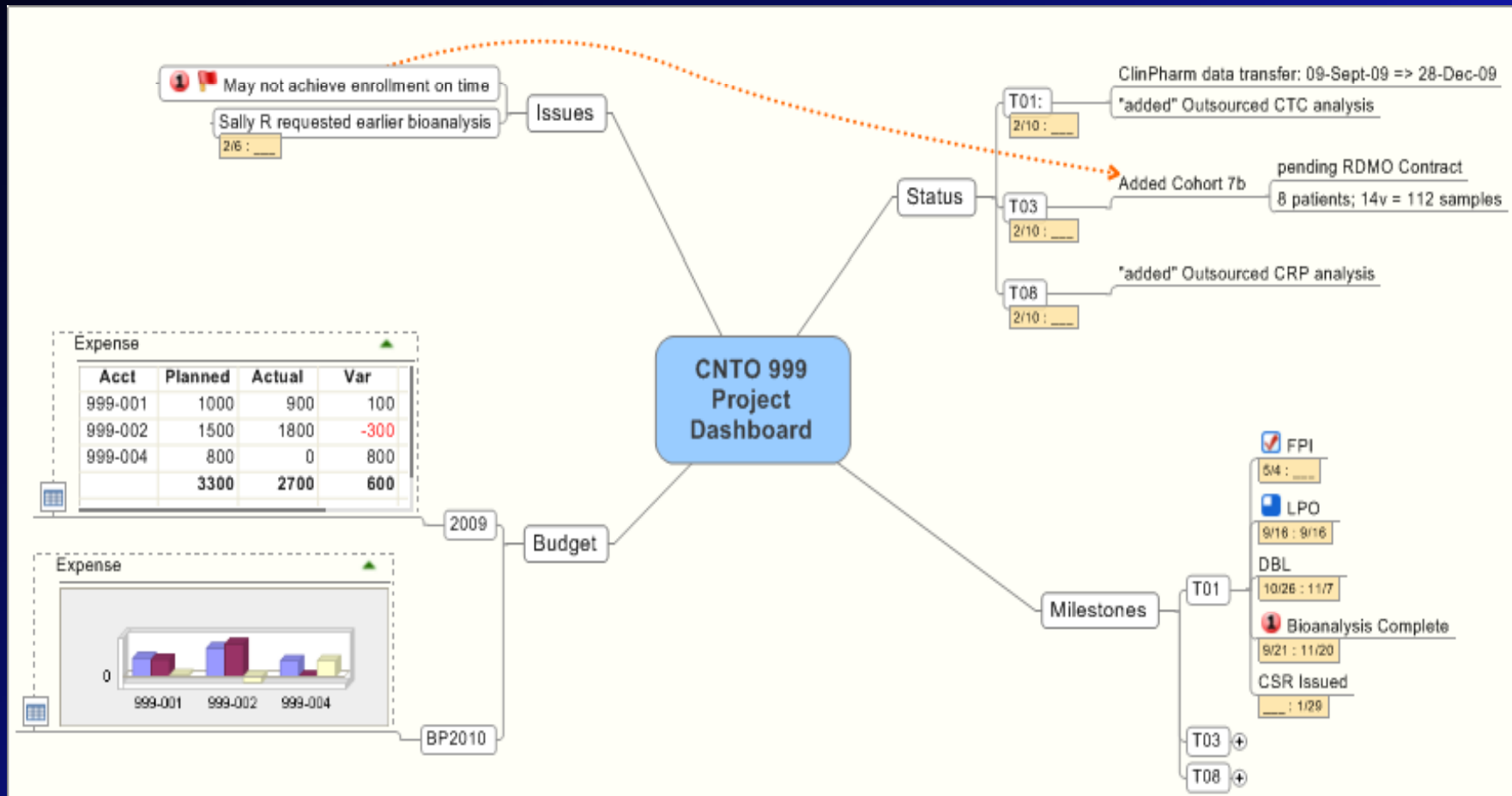
Other Uses for Mind Maps in Project Management

- **Project Planning**
- **Project Dashboards**
- **Brainstorming**
- **Presentations**
- **Information Management**
 - Note taking
 - Outlining Books & other material
 - Integrating/summarizing/comparing
 - Multiple and diverse sources
 - Living document

Mind Mapping in Project Planning

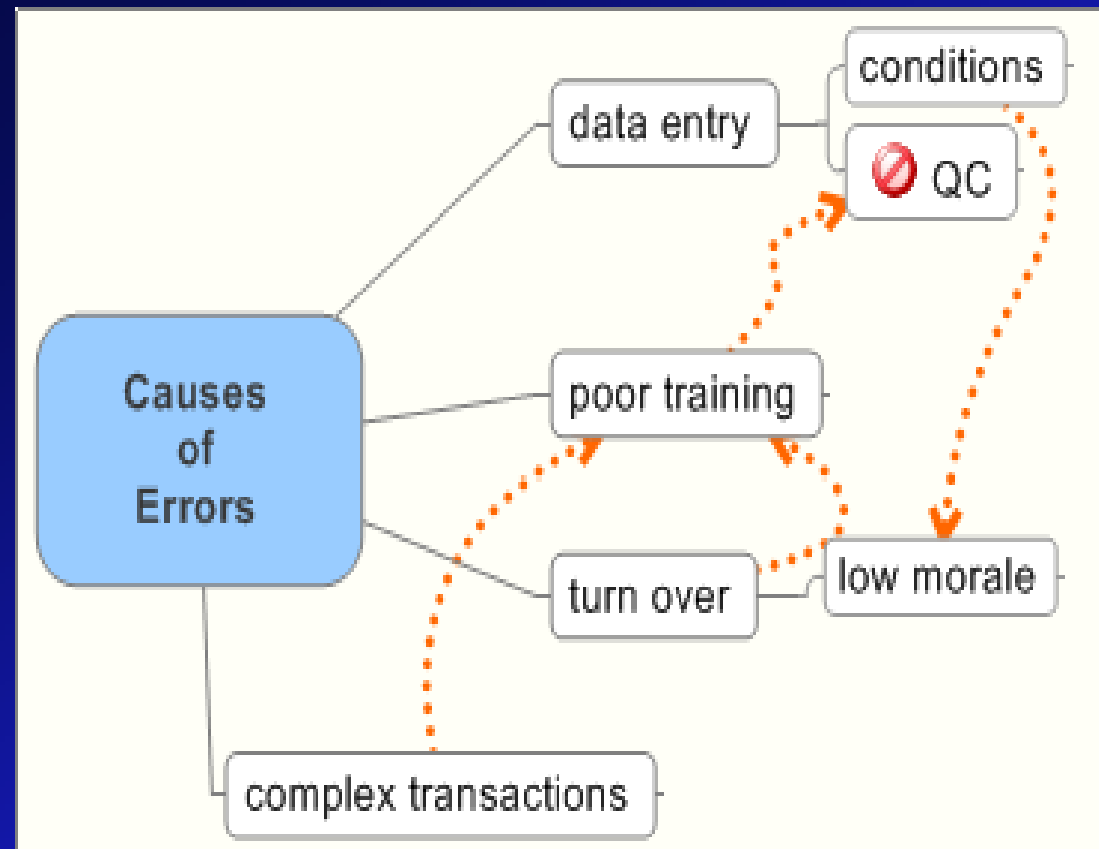


Mind Mapping in Dashboard

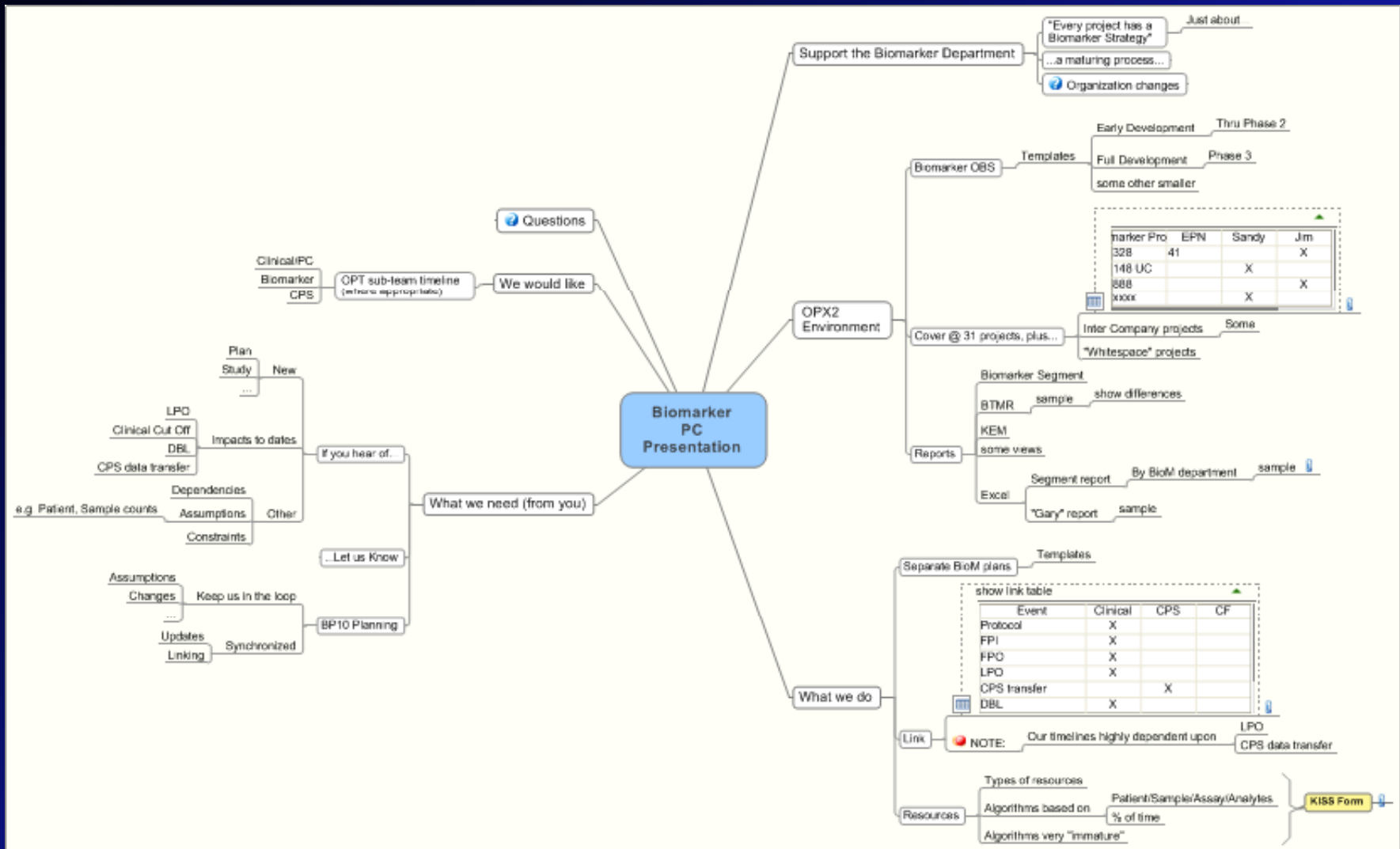


Mind Mapping in Brainstorming

- Central: problem/issue
- Set timer
- Collect ideas:
 - Post-its
- Organize by categories
- Build on others ideas
- Facilitate:
 - Sparse areas
 - “See”
 - Relationships
 - Patterns



Mind Mapping in Presentation



Mind Mapping in Note-taking

- **For**
 - Meetings
 - Presentations
- **Benefits**
 - Organize, integrate
 - Vivid, memorable
 - Concise
- **Highlight**
 - Inconsistencies
 - holes

Mind Mapping in Book Summaries

- **Benefits**

- Book on a page!
- Easy to grasp whole
- Easy to recall
- Can
 - Become living legacy
 - Integrate with other content

- **Examples**

Mind Mapping in Information Management

Useful tool

- Collecting
- Integrating
- Organizing
- Updating
- Accessing

Next Steps

- Try mind mapping yourself!
- Resources
 - <http://ideamapping.ideamappingsuccess.com/IdeaMappingBlogs/>
 - <http://mindmappingsoftwareblog.com/>
 - <http://www.mindjet.com/>
 - <http://www.litemind.com>
 - <http://www.biggerplate.com>

 - Tony Buzan: *The Mind Map Book*, and others
- Join a community

Next Steps Continued

- Let me know your experiences
 - Jim Deiner
 - jcdeiner@comcast.net
 - 610-889-4753
 - <http://www.linkedin.com/pub/jim-deiner/3/5a4/155>